



INSPECTION CHECKLIST

Assembly Occupancies

Y = Meets Requirements; N = Does Not Meet Requirements



Y N

EXTERIOR:

- ☐ ☐ Fire Lanes marked/unobstructed (IFC 503.3, 503.4)
- ☐ ☐ Address visible (IFC 505.1)
- ☐ ☐ Fire hydrants/water supply accessible (IFC 507)
- ☐ ☐ Combustible accumulations/storage acceptable (IFC 304.2, IFC 315.4)
- ☐ ☐ F.D. key box present/maintained (IFC 506)
- ☐ ☐ F.D. connections visible/maintained (IFC 912)
- ☐ ☐ Gas meter/piping protected against impact (IFC 312, 603.9)
- ☐ ☐ Dumpsters are outside and 5 ft. or more from combustible walls, openings or combustible roof eave lines. (IFC 304.3.3)

EXIT FEATURES/MEANS OF EGRESS:

- ☐ ☐ Adequate number of exits – minimum of two (IFC 1004.1.1, 1015, 1021, 1104.24)
- ☐ ☐ Exits, aisles, & corridors free of obstructions (IFC 1030.3)
- ☐ ☐ Exit doors open from inside – panic hardware over 50 occupants (IFC 1008.1.9 & 1008.1.10)
- ☐ ☐ Exit signs present (IFC 1011, 1104.3)
- ☐ ☐ Emergency lighting present & operational (IFC 1006, 1104.5)
- ☐ ☐ Interior finish acceptable (IFC 803, 804)
- ☐ ☐ Exit corridors rated (IFC 1018.1, 1104.17)
- ☐ ☐ Occupant load posted (IFC 1004.3)
- ☐ ☐ Main exit for 50% of capacity – over 300 (IFC 1028.2)
- ☐ ☐ Adequate aisle width (IFC 1028.9.2)

OCCUPANCY/CONSTRUCTION FEATURES:

- ☐ ☐ Fire rated construction present/maintained (IFC 703.1)
- ☐ ☐ Incidental use areas separated/sprinklered (IFC 1106.3)
- ☐ ☐ Rated fire doors operational (IFC 703.2)
- ☐ ☐ Vertical openings protected (IFC 1103.4)
- ☐ ☐ Decorations (foams, curtains, drapes, hangings) to be flame resistant in assembly occupancies (IFC 807.1, 807.4.2)

STORAGE:

- ☐ ☐ Storage neat and orderly (IFC 315.3)
- ☐ ☐ Combustible storage prohibited in electrical equipment rooms, restrictions apply in boiler/mechanical rooms (IFC 315.3.3)
- ☐ ☐ Attic storage (IFC 315.3.4)
- ☐ ☐ Storage maintained [2' below ceiling un-sprinklered, 18" sprinklered] (IFC 315.3.1)
- ☐ ☐ Rubbish/waste subject to spontaneous ignition shall be disposed of daily and in listed container (IFC 304.3.1)

HAZARDOUS MATERIALS:

- ☐ ☐ Compressed gas cylinders secured (IFC 5303.5)
- ☐ ☐ Rooms/areas properly labeled (IFC 5003.5)
- ☐ ☐ Acceptable quantities (IFC 5003.1.1)
- ☐ ☐ Separation of incompatible materials (IFC 5003.9.8)

EMERGENCY PLANNING:

- ☐ ☐ Comply with Chapter 4 for Public Assembly & Events
- ☐ ☐ Crowd managers & Announcements (IFC 403.3 & 408.2.2)

Y N

FIRE EXTINGUISHERS:

- ☐ ☐ Readily accessible (IFC 906.5)
- ☐ ☐ Travel distance not exceeded (IFC 906.1, 906.3)
- ☐ ☐ Tested/inspected at least annually (IFC 901.6.1)

FLAMMABLE/COMBUSTIBLE LIQUIDS:

- ☐ ☐ Safety containers if used (IFC 5705.2.4)
- ☐ ☐ Not stored/kept near exits (IFC 5704.3.3.3)
- ☐ ☐ No sources of ignition (IFC 5704.2.4)
- ☐ ☐ Quantities >10 gals in cabinet (IFC 5704.3.4.4)
- ☐ ☐ No basement storage unless sprinklered (IFC 5704.3.5.1)
- ☐ ☐ Adequate ventilation (IFC 5705.3.7.5.1)

UTILITY/MECHANICAL/HVAC:

- ☐ ☐ Shut off valves present on gas appliances (IFC 603.1)
- ☐ ☐ Approved piping, connections & appliances used (IFC 603.1.2)
- ☐ ☐ Combustion air supply/venting present (IFC 603.1)
- ☐ ☐ Adequate clearance between combustibles and appliances (IFC 305.1, 603.5.3)
- ☐ ☐ Commercial hood ducts/filters are clean (IFC 609.3.3)

SPRINKLER SYSTEM:

- ☐ ☐ Coverage is adequate (IFC 903.3.1)
- ☐ ☐ Controls are readily accessible (IFC 509.2)
- ☐ ☐ Valves locked open (IFC 903.4.4)
- ☐ ☐ System and valves supervised [≥20 sprinklers new, ≥ 100 in existing] (IFC 903.4)
- ☐ ☐ Heads in good condition (IFC 903.3.1)
- ☐ ☐ Wrench/spare sprinklers present (IFC 903.3.1)
- ☐ ☐ Tested/inspected at least annually (IFC 901.6.1)
- ☐ ☐ Riser/pump rooms labeled (IFC 509.1)

FIRE ALARM & DETECTION SYSTEMS:

- ☐ ☐ Control panel/annunciator panel in normal condition [no trouble or alarm conditions] (IFC 901.6, 901.7)
- ☐ ☐ Detectors properly installed (IFC 907 & 1103.7.1)
- ☐ ☐ Tested/inspected at least annually (IFC 907.8)
- ☐ ☐ Fire alarm system installed where required (IFC 907.2.1, 1103.7.1)

OTHER FIRE PROTECTION SYSTEMS:

- ☐ ☐ Standpipes needed (IFC 905)
- ☐ ☐ Standpipes/hose in good condition (IFC 905.2)
- ☐ ☐ Adequate coverage (IFC 905.2)
- ☐ ☐ Kitchen Hood fuel shutoff present (IFC 904.11.2)
- ☐ ☐ Kitchen Hood system properly maintained/serviced (IFC 609.3 & 904.11.6)

ELECTRICAL:

- ☐ ☐ No electrical hazards (IFC 605.1, 605.6)
- ☐ ☐ Appliances/fixtures in good condition (IFC 605.7)
- ☐ ☐ Overcurrent protection present (IFC 605.1)
- ☐ ☐ Multi-plug adapters per NFPA 70 (IFC 605.4)
- ☐ ☐ Extension cords not substituted for fixed wiring (IFC 605.5)
- ☐ ☐ Power strips properly used (IFC 605.4.1)
- ☐ ☐ Access/clearance to electrical panels (IFC 605.3)
- ☐ ☐ Electrical Rooms labeled (IFC 605.3.1)

This checklist is provided by the Idaho State Fire Marshal's Office and is intended as a guide to assist fire inspection personnel in identifying general fire and life safety hazards, other possible code requirements may apply. Please refer to other checklists for information on certain occupancies/topics.

CODE SUMMARY

Assembly Occupancies

COMMON OCCUPANT LOAD FACTORS (IFC 1004.1):

Airport Terminal Concourse	100 sq. ft/person (gross)
Assembly (chairs only)	7 sq. ft/person (net)
Assembly (tables/chairs)	15 sq. ft/person (net)
Assembly (standing)	5 sq. ft/person (net)

Bowling	Allow for 5 persons/lane (Refer to IFC)
Exercise Areas	50 sq. ft/person (gross)
Kitchens (commercial)	200 sq. ft/person (gross)
Stages	15 sq. ft/person (net)

GENERAL OCCUPANCY REQUIREMENTS:

EGRESS FEATURE:	UNSPRINKLERED:	SPRINKLERED:	REFERENCE SECTION:
Egress Width – Stairs (in./occupant)	0.3	0.2 *	IFC 1005.1 * Voice Alarm Reduction
Egress Width – Other (in./occupant)	0.2	0.15 *	IFC 1005.1 * Voice Alarm Reduction
Common Path of Travel – new (ft.)	30/75	30/75	IFC 1028.8 (30 for > 50 occupants; 75 for ≤ 50 people)
Common Path of Travel – existing (ft.)	20/75	20/75	IFC 1104.19 (20 for > 50 people; 75 for ≤ 50 people)
Dead-End Limit – new (ft.)	20	20	IFC 1018.4 Unlimited allowable if length < (2.5 x width)
Dead-End Limit – existing (ft.)	20	20	IFC 1104.17.4
Exit Access Travel Distance (ft.)	200	250	IFC 1016.1 – N; 1104.18 – E
Corridor Fire-Rating Req. – new (hr.)	1	0	For > 30 occupants. IFC 1018.1
Corridor Fire-Rating Req. – exist. (hr.)	1	0	For > 30 occupants. IFC 1104.17.1

ASSEMBLY OCCUPANCY SPECIFIC REQUIREMENTS:

EGRESS FEATURE:	UNSPRINKLERED:	SPRINKLERED:	REFERENCE SECTION:
Minimum Aisle Width – Seats on both sides – level or ramped aisle (in.)	42/36/30	42/36/30	IFC 1028.9.1 (42 serving > 50 seats; 36 serving 14-50 seats; 30 serving ≤ 14 seats)
Minimum Aisle Width – Seats on one side – level or ramped aisle (in.)	36/30	36/30	IFC 1028.9.1 (36 serving > 14 seats; 30 serving ≤ 14 seats)
Minimum Aisle Width – Seats on both sides – stair aisle (in.)	48/36	48/36	IFC 1028.9.1 (48 serving > 50 seats; 36 serving ≤ 50 seats)
Minimum Aisle Width – Seats on one side – stair aisle (in.)	36	36	IFC 1028.9.1

COMMON OCCUPANT LOAD FACTORS:

2nd Exit Required	- more than 49 occupants (IFC 1015.1) OR common path of travel exceeds 75 ft. (IFC 1015.1) OR all stories above 1st story (IFC 1021.2). For existing see IFC 1104.24.1.
3rd Exit Required	- 501 to 1,000 occupants (IFC 1021.1 & 1104.24.2)
4th Exit required	- 1,001 or more occupants (IFC 1021.1 & 1104.24.3)

FIRE ALARM SYSTEM AND DETECTION REQUIRED

NEW: Assembly occupancies with occupant load of 300 or more (IFC 907.2.1). Voice/alarm ≥ 1,000 occupants (IFC 907.2.1.3)

EXISTING: Assembly occupancies with occupant load of 300 or more (IFC 1103.7.1)

NOTE: Exceptions exist for churches, sprinklered buildings, and Group A portions of E occupancies in new and existing buildings, refer to IFC.

Automatic detection (heat or smoke) is required in boiler rooms, furnace rooms, shops, laundry rooms, mechanical rooms, electrical rooms, trash collection rooms, storage rooms, and similar areas (not required if sprinklered).

SPRINKLER SYSTEM REQUIRED

New: See IFC 903.2.1 & 903.2.11 for specific requirements. Basements exceeding 2,500 sq. feet for drinking and dining and bowling. (IFC 1103.5.3)

This checklist is provided by the Idaho State Fire Marshal's Office and is intended as a guide to assist fire inspection personnel in identifying general fire and life safety hazards, other possible code requirements may apply. Please refer to other checklists for information on certain occupancies/topics.

IFC = International Fire Code